

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, January 10, 2017

Attendants:

BOARD-

Pam Merkadeau (PM) arrived at 6:40pm
Sterling Sakai (SS)
Eric Olbekson (EO)
Michelle McNeil (MM)

ABSENT - Hal Carroll (HC)

STAFF-

Brigitte Shearer
Portor Goltz, Counsel
Mike Koenig
Rebecca Hitchcock

CALL TO ORDER

The meeting was called to order at 6:38PM by Board Member MM

CLOSED SESSION

The Board and Counsel Portor Goltz entered closed session at 6:38 pm and departed closed session at 7:20pm Counsel reported that the Board discussed the General Manager performance review. No reportable action was taken.

REVIEW AND APPROVAL OF THE MINUTES

Board Member EO made a motion, MM second, to approve the minutes of the December 13 Board meeting as amended. The votes were as follows: EO: yes SS: yes MM: yes PM:yes HC:absent

INTRODUCTION OF GUESTS

Monika Peschke

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

MANAGER'S REPORT

A. Programming –

- a. Pool – See staff report.
- b. EEC – Revenue is on track; expenses are on track, except recruiting expense is over budget due to need to fill two positions. EEC is placing job postings in several new channels to reach more potential candidates.

- c. ASP – See staff report.
- d. Seasonal Programs/ Events – see staff report.

B. Facilities & Grounds –

- a. The Rec survived the rains so far, thanks to Steve Risso's diligent efforts throughout the week and weekend
- b. The Pool heaters are in need of some repairs. Some will be done in house, some must be outsourced.
- c. The Dome sustained a tear which will require dry weather to repair. The pool will remain closed until the repair is completed.
- d. The Gym floor recoat is underway and should be completed this week.
- e. Termite fumigation prep is underway. Staff and patrons have been notified
- f. Open space work will continue with 5 double crew days in January. HRD will bring in outside labor from SM County Parks to assist with sponsor duties.

C. Administration –

- a. Audit draft report is done. Naomi Kawakita is reviewing the draft. The final audit should be ready at the February meeting
- b. Staff are collecting documents for annual records retention process
- c. The San Mateo County Special District Association will discuss the new election timeline options at its meeting on February 7th at 7pm in RWC.

COMMITTEE REPORTS

None

FINANCIAL REPORT

The YTD financials were discussed. The Rec is at 50% of the budget.

UNFINISHED BUSINESS

- A. Discussion re: COP refunding status/ options – BSS reported that current market options (private refunding) are not offering savings which meet our minimum savings target. Therefore, the refunding process is currently on hold, but BSS will continue to monitor the market.
- B. Discussion regarding Q4 strategy session: The Strategy Session Agenda was confirmed. The meeting will be held at the Cal Fire conference room

NEW BUSINESS

- A. Discussion/ motion re: HRD Debt Management Policy as now required by Government Code Section 8855. The Board chose not to adopt this policy at this time.
- B. Board officer elections and ad hoc committee appointments:
 - a. Board Member PM nominated EO as Board President (SS second). The votes were as follows: EO: abstain SS: yes MM: yes PM:yes HC:absent
 - b. Board Member MM nominated herself as Board Vice President (EO second). The votes were as follows: EO: yes SS: yes MM: yes PM:yes HC:absent

C. UPCOMING MEETINGS: JANUARY 28, FEBRUARY 15 (note date change), MARCH 14
PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member MM made a motion, PM second, to pay the bills. The votes were as follows: EO: yes SS: yes MM: yes PM::yes HC:absent

ADJOURNMENT

Board Member PM made a motion to adjourn the meeting (MM second) The motion passed unanimously. The meeting adjourned at 8:12pm

Respectfully submitted,
Brigitte Shearer
Board Secretary